

Design Services Questionnaire
for
Restroom Improvements, Phase 2, HNL
Daniel K. Inouye International Airport
Project No. AO1037-31

Experience and professional qualifications relevant to the project

The project will consist of renovating restrooms within various areas of the Daniel K. Inouye International Airport. Restrooms considered for renovation are located at the Overseas Terminal, Interisland Terminal, International Arrivals Building, and other airport ancillary support structures. Some areas will require hazardous material abatement, including lead and asbestos.

1. Please provide an organizational chart for the staffing of this project. The organizational chart shall include the names of each employee, and assign the following job classifications to each employee. Please submit a resume of your key employee(s), for the job classifications denoted with an “*”. The length of the resumes shall be limited to one page per person.

Principal in Charge/Engineer VIII (equivalent to the Airports Administrator)
Principal Architect/Engineer VII (equivalent to the Engineering Program Manager)
* Associate Architect/Engineer VI (equivalent to the Section Head)
* Senior Architect/Engineer V (equivalent to the Project Manager)
* Registered Architect/Engineer IV (licensed professional)
Architect/Engineer III and below (unlicensed professional)

2. Based on your firm’s organizational chart from Question 1, please list any projects that demonstrates the relevant experience and involvement of the proposed staffing with the design of restrooms within the past five (5) years. Design services will include the preparation of construction drawings, specifications, and cost estimates. For each project listed, please provide the following.
 - a. The location of the restroom, including existing photo(s) of the restroom.
 - b. The year that the project was completed.
 - c. Indicate the equivalent job classification (reference is made to Question 1), that your firm’s proposed staff assumed.
 - d. Indicate the name of the client, the client’s Project Manager involved with the day-to-day aspects of the project, and the telephone number of the client’s Project Manager.
3. Please attach 8-1/2” x 11” sketches or renderings that convey possible design concepts for a terminal restroom renovation at the Daniel K. International Airport (toilet, urinal, lavatory, and associated appurtenances); and highlight any unique or featured design elements. Also include a rough order of magnitude construction cost of the concept.

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

4. Please list any projects that demonstrate your firm's experience (as compared to the proposed key staff's experience in Question 2) and involvement in the design of restrooms within the past five (5) years. For each project listed, please indicate the location of the restroom, including existing photo(s) of the restroom, the year the project was completed, and the name of the client. DO NOT list projects already listed in Question 2.
5. For each project listed in Question 2 and 4 above, describe any design features you would like to highlight, and any lessons learned that may be applicable to this project.

Capacity to accomplish the work in the required time

6. **Question 6 is applicable to out-of state firms only.** All other firms please respond with "Not Applicable".
 - a. Out-of-state firms desiring to do business in the State of Hawaii shall comply with all applicable State of Hawaii Revised Statutes and/or State of Hawaii Administrative Rules regarding Act 52/2003. These include, but may not be limited to, meeting the requirements of the Business Registration Division and the Professional and Vocational Licensing Division of the Department of Commerce and Consumer Affairs, the Department of Taxation and the Department of Labor and Industrial Relations. Go to <http://spo.hawaii.gov/for-vendors/> for more information.
 - b. Out-of-state firms shall submit, with their response to this questionnaire, a copy of their General Excise Tax license and a list of their key employees registered in the State of Hawaii along with a copy of their professional architectural/engineering stamp.
7. For each key proposed employee(s) identified in the organizational chart (reference Question 1), please list all of their current assignments (planning, design, construction management, and other assignments), and the anticipated completion date of each assignment.
8. Please list all of your firm's current planning, design, construction management, and other contract(s) with the Department of Transportation (Airports, Harbors, and Highways Division), both as a prime consultant and/or as a subconsultant, the amount of the contract(s), and the status of the contract(s). If your firm is a subconsultant, please respond with "Subconsultant" for the amount of the contract.
9. The following shall be applicable to your firm and subconsultant(s). By responding with a "Yes" or "No" to each of the following, does your firm have any objections? If the response is "Yes," please explain your objections.
 - a. The maximum allowable multiplier factor (overhead and profit rates) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an audit based on the Federal Acquisition Regulations. Audits performed within the last two years by the Airports Division or any other Division within the Department of Transportation, will be

accepted. Multipliers used on previous projects without an audit and/or federal audits will not be accepted. The profit rate shall be limited to a maximum of 10%. If no audits are provided, the maximum allowable multiplier shall be 2.50.

- b. If your firm is selected, your firm will be obligated to staff the project with the proposed key employee(s) listed in the organizational chart submitted in Question 1, regardless if the project is delayed. Key employee(s) shall not be replaced, unless they are no longer employed by your firm, and their replacement shall be subject to approval by the Airports Division.
10. Assuming the evaluations for all firms responding to this questionnaire are equal, please explain why your firm should be selected. The response to this question should contain information that has not been previously provided in the responses to any of the previous questions.